

## Frequently Asked Questions

- **Section L, page 2, "proposal submission" section identifies sections that do not need to be included in the proposal. Section J consists of sample forms, but the excluded sections do not include J. From section J, what do I need to include in the proposal?**

Answer: The RFP contains the full text of all applicable Government regulations, and all offerors are subject to the provisions contained in the RFP. In responding to the RFP, you should answer fully each item and supply all information requested. Section "L" provides specific directions for potential vendors in completing their proposals. All proposals will be evaluated by the criteria identified in Section "M."

- **How many Federal clients are currently receiving mental health treatment? I need to know how large of a contract it is so I can see if it is something I can accommodate in my schedule.**

Answer: The Estimated Monthly Quantity reflected in the BPA is an estimate of services that will be needed for FY2021, FY2022, and FY2023. These numbers are based on current and prior years.

- **I am curious about the solicitation for the medication assisted treatment services for opioid treatment. It appears that this solicitation is only intended for payment of MAT medications, however within the solicitation it indicates that there be afforded provision of clinical/counseling work? Would we need to price out the medication as well as a wrap-around type of service or just for the medication and associate administrative services for dosing? Also, would this be for all opioid related meds ie: vivitrol, suboxone, methadone, naltrexone, and naloxone/Narcan?**

Answer: The BPA has been revised. Please see the website for the revised BPA which includes additional services.

- **Is the solicitation number required on each document submitted in our response - including supplemental documentation such as a fire inspection?**

Answer: No. The only requirement is noted in Section L which states "The offeror shall identify all required documents included in the submitted proposal through the use of labeled tabs."

- **Would providing assurances that all staff members meet the educational and credentialing requirements suffice, or are copies of all certifications, professional licenses, resumes, etc. required?**

Answer: Copies of the documents are not required to be submitted with the solicitation. However, the offeror shall prepare and submit the **OFFEROR'S STAFF QUALIFICATION FORM** (see Attachment C) for all staff performing services under any resultant contract. The offeror shall include the name, title, duties that will be performed under any resultant agreement by numeric project code, education, experience, and credentials (licenses and certifications) for all proposed staff members who will be performing services under any resultant agreement.

- **For sex offender treatment, is it required that staff member providing these services are a member of ATSA, or just follow the established ethics, standards, and practices?**

Answer: ATSA membership is not required.

- **Is there a format you want it in like booklet, envelop or any other specific submission instructions? As to desired/required format of the actual RFP documents in order to fit in the "depository," what are dimensions of the said depository opening? Would you prefer in an envelope or is hard-binder okay?**

Answer: The format requirements are contained in Section L . Noted is “The offeror shall identify all required documents included in the submitted proposal through the use of labeled tabs.”

- **Are there any restrictions for entry into the office/address/building where RFP needs to be delivered due to COVID?**

Answer: There are no restrictions due to COVID. The Gerald R. Ford Federal Building and U.S. Probation Office are open. The material submitted will be date stamped upon submission.

- **Will the proposal submission be date stamped?**

Answer: The material submitted will be date stamped upon submission.

- **Do I need to submit monitoring reports since I have not had the contract for the past 3 years?**

Answer: In the Background Statement, the offeror shall provide copies of all monitoring reports for the previous 18 months from all federal, state, and local agencies for the locations solicited. If the vendor does not have monitoring reports due to a private practice, then the vendor must expressly state so in its proposal for this area.